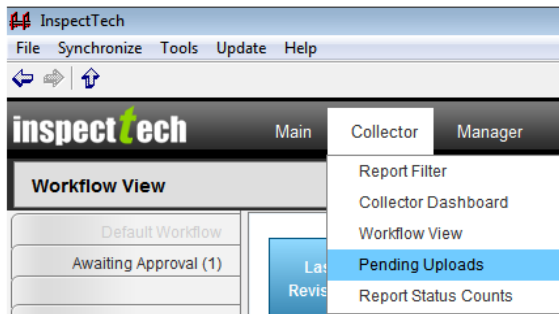


How to Upload a Report to the Server and Submit for Review:

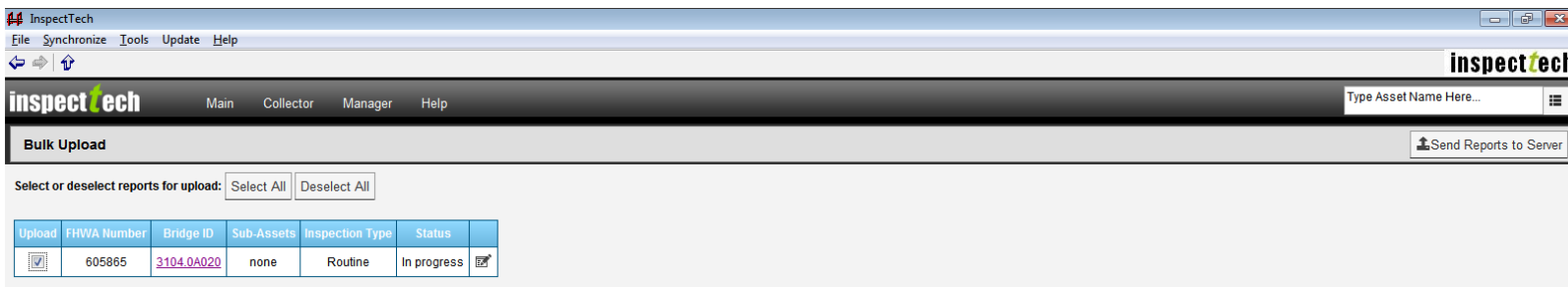
When you have completed the inspection reports on the laptop and are ready to submit them for review, the report can be uploaded to the server or submitted for review and uploaded at the same time.

If you have work to complete for these reports on the SIIMS server version before the reports should be reviewed, you can upload the reports to the server without submitting the report for review.

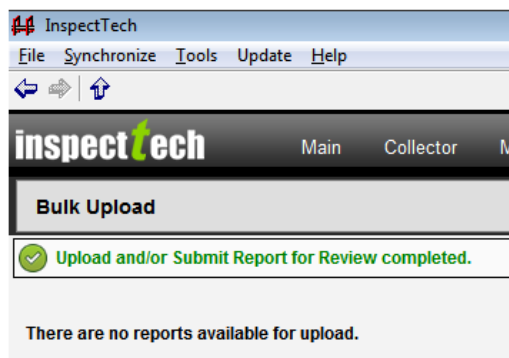
- Click on the Collector menu and select Pending Uploads.



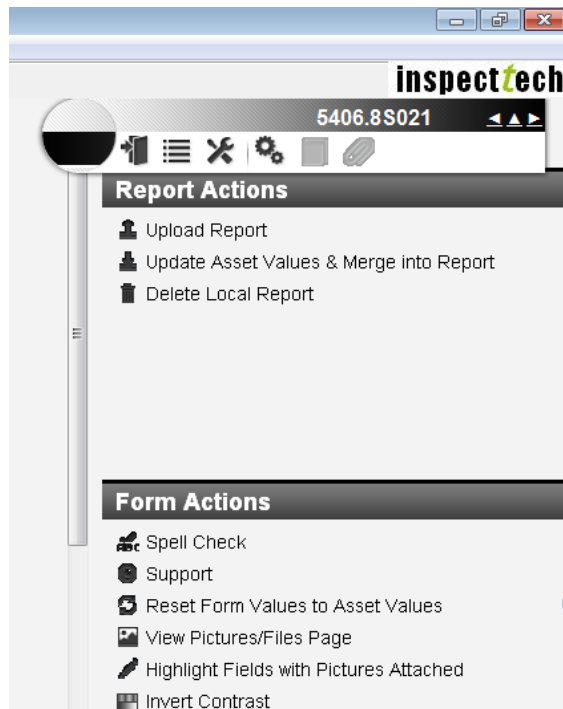
- Click the Select All button or check manually under the Upload column only those reports that are ready, if you do not want to upload all of the reports.



- Click the Send Reports to Server button in the upper right-hand corner to complete the upload.
- Once completed a green message will display.

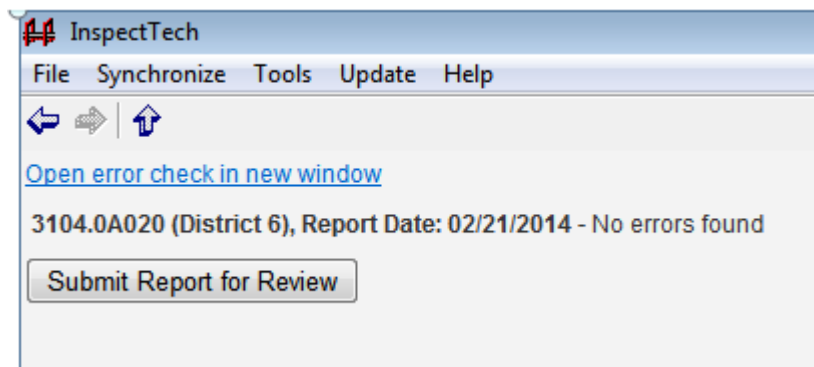


A report can also be uploaded to the server from within the report using the Report Actions option Upload Report.



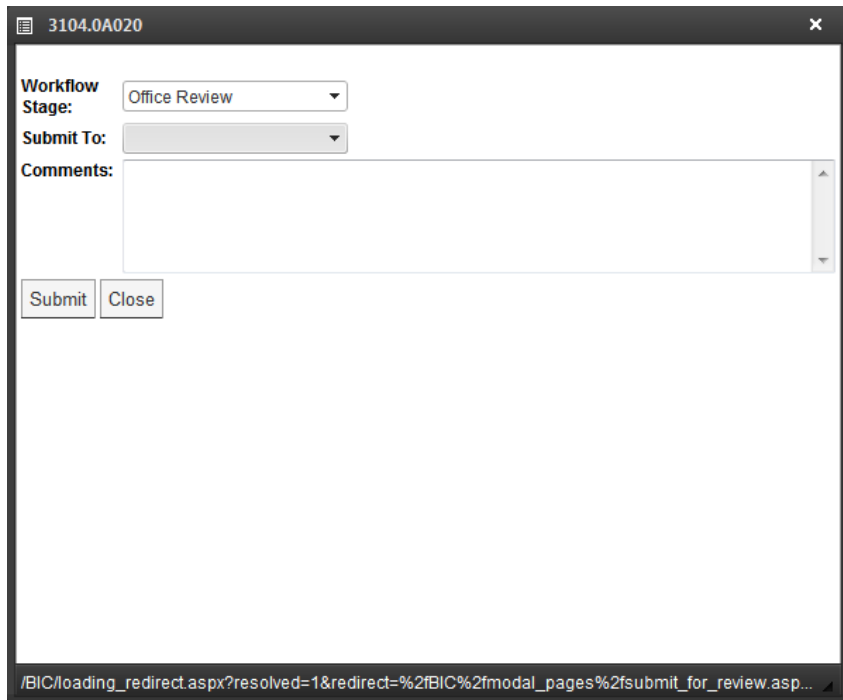
A report can also be submitted for review when it is uploaded.

- Select the Submit Report for Review button on the Error Check form from within the report.



The default options will prepare the report to be submitted for Office Review without selecting who needs to review the report.

- Click the drop down list for the Workflow Stage to change to a different stage, if necessary.
- Click the drop down list for the Submit To field and select who to submit to, if necessary.



The screenshot shows a web browser window with a title bar containing a document icon, the text '3104.0A020', and a close button. The main content area contains a form with the following elements:

- Workflow Stage:** A label followed by a dropdown menu showing 'Office Review'.
- Submit To:** A label followed by a dropdown menu.
- Comments:** A label followed by a large, empty text area with a vertical scrollbar on the right.
- Buttons:** Two buttons labeled 'Submit' and 'Close' are positioned below the text area.

The address bar at the bottom of the browser window shows the URL: `/BIC/loading_redirect.aspx?resolved=1&redirect=%2fBIC%2fmodal_pages%2fsubmit_for_review.asp...`

- Click the Submit button.